

COMHELTACWINGPAC INSTRUCTION 3750.1B

From: Commander, Helicopter Tactical Wing, U.S. Pacific Fleet

Subj: COMHELTACWINGPAC SAFETY PROGRAM

Ref: (a) OPNAVINST 3120.32C  
(b) OPNAVINST 3750.6R  
(c) OPNAVINST 4790.2G  
(d) OPNAVINST 5102.1C  
(e) OPNAVINST 5100.8G  
(f) OPNAVINST 5100.21  
(g) OPNAVINST 5100.23  
(h) COMHELTACWINGPACINST 5100.1  
(i) OPNAVINST 5100.12G  
(j) OPNAVINST 5100.25A  
(k) MILPERSMAN 4210100  
(l) COMNAVAIRPACINST 3750.16H

1. Purpose. To describe and implement the COMHELTACWINGPAC Safety Program and assign areas of responsibility for its administration.

2. Cancellation. COMHELTACWINGPACINST 3750.1A.

3. Background

a. Aviation and ground mishap reports confirm that accidental deaths, injuries and property damage cost the Naval establishment millions of dollars each year. Apart from the tragic loss of life and human suffering, mishaps cause a serious degradation of operational readiness and waste valuable resources. In most cases, mishaps are caused by human error and are therefore, preventable. All echelons of command must make every effort to eliminate hazards and reduce the needless loss of human and material assets caused by preventable mishaps.

b. An effective safety program is reflected in the daily actions and attitudes of the entire chain of command. Safety cannot be legislated. It is a state of awareness, an attitude, and the result of successful leadership. Safety programs must be interpersonal, proactive and be based on communication, feedback, positive reinforcement, and accountability at all organizational levels. Safety must be consistently practiced by all hands whether on or off duty.

4. Policy. COMHELTACWINGPAC squadrons shall establish and maintain effective and comprehensive safety programs. Squadrons shall provide a safe, hazard free, and healthful work environment for all personnel. This shall be accomplished through continuous

application and enforcement of safety programs. The primary objective of the programs is to enhance operational readiness through hazard awareness and mishap prevention.

## 5. Action

a. All COMHELTACWINGPAC commands shall:

(1) Have a safety program consisting of written policies, procedures, plans and practices which provides guidance and promotes safety in accordance with references (a) and (b). Policies and procedures shall describe the objectives, development, implementation, and maintenance of the safety program. The program shall include, but not be limited to, a regular training regimen for all personnel, hazard identification and abatement, and mishap reporting.

(2) Have an aviation safety program which fully complies with reference (b).

(3) Have a maintenance safety program which fully complies with reference (c).

(4) Have a NAVOSH program, which fully complies with references (d) through (h).

(5) Have a traffic safety program, which complies with reference (i).

(6) Have a recreational, athletic, and home safety program, which complies with reference (j).

## 6. Responsibilities

a. The COMHELTACWINGPAC Safety Officer shall:

(1) Establish and maintain the Wing safety program.

(2) Provide advice and assistance to subordinate commands concerning their respective safety programs.

(3) Conduct periodic quality reviews of unit safety programs.

(4) Review and endorse all hazard reports and safety investigation reports as required.

(5) Distribute safety information and ensure subordinate commands are informed of the latest safety related data.

(6) Maintain aircraft mishap statistics to facilitate trend analysis and distribution of data.

COMHELTACWINGPACINST 3750.1B

(7) Collate and analyze incoming safety reports and disseminate information of interest to all.

(8) Recommended nominees for safety awards.

(9) Promote a free exchange of ideas and information with squadron safety officers to ensure continuous review and improvement of safety programs and practices.

b. All subordinate units shall:

(1) Include COMHELTACWINGPAC Safety Officer (Code N45) as an info addressee on all safety related reports required by references (a) through (1).

Specific reports include:

(a) Hazard reports, mishap reports, and safety investigation reports required by reference (b).

(b) Rescue reports.

(c) Reports of motor vehicle mishaps, personnel injuries/death, and property damage as required by reference (d).

(d) Personnel casualty reports as required by reference (d).

(2) Report immediately any event involving death, major injury, major equipment loss, or any perceived incident involving civilian personnel or authorities.



A. J. DZIELSKI

Distribution:  
COMHELTACWINGPACINST 5216.1D  
List I and II

